



OFFICE OF THE NATIONAL COMMANDER
NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
MAXWELL AIR FORCE BASE, ALABAMA 36112-6332

2 September 2005

MEMORANDUM FOR ALL CAP UNIT COMMANDERS

FROM: CAP/CC

SUBJECT: Quicken for Squadrons

1. Quicken software has recently been approved for use by CAP squadrons. **Effective 1 October 2005**, all squadrons will be required to utilize the approved Quicken software provided by CAP National Headquarters to improve fiscal accountability and simplify the job of financial accounting for Civil Air Patrol's squadron finance officers.
2. The chart of accounts has been modified so the account numbers mirror the account numbers being utilized at the Wing and Region level. This new chart of accounts should also be implemented effective 01 October 2005.
3. National Headquarters will provide each squadron with one Quicken software package along with the CAP regulation chart of accounts that will be imported into the program.
 - a. One Quicken software package will be received by each squadron either through the respective wing or directly from National Headquarters depending on the response from the Wing FM.
 - b. The CAP regulation chart of accounts for squadrons will be provided to each squadron and may either be downloaded from a file sent electronically or imported into the program from a CD received through the respective wing or directly from National Headquarters.
4. This Quicken software must be used by the squadrons beginning 01 October 2005 to record activity for the 2006 fiscal year. If additional information or assistance is required, please contact the Wing Financial Analyst assigned to your wing.

A handwritten signature in black ink, reading "Antonio J. Pineda", is positioned above the typed name.

ANTONIO J. PINEDA
Major General, CAP
National Commander